

**Approved Minutes of the
Southwestern Special Service District Meeting**
held on Thursday, October 1, 2015, 7:00 pm
At the Diamond Valley Fire Station, Diamond Valley, Utah

- I. Call to Order by Chair Cheryl Christensen
Present: Cheryl Christensen, John Cazier, Jaron Hunt, Ferris Emery, Larry Meyers. Chief Theobald and Chief Christensen. Citizens listed on attached sign in sheet.
Invocation by Mike Cummings.
Pledge of Allegiance led by Boy Scout Statton Cazier.
- II. Citizen comments and requests for future agenda items
A. Citizen comments: none
- III. Approval of minutes and financial reports:
 - A. Larry: September 2015 meeting minutes. Amended to add to Jaron's remarks in section B. Larry moved to approve, second by Jaron, approved unanimously.
 - B. John: July 2015 financial report. Cheryl asked about reversed charges, John explained that they were fees that were reversed. Cheryl asked why we had no fuel expenses and various expenses/credits were questioned. Jaron stated that we got credits from our insurance payments. Chief Christensen noted an unexplained travel expense. Cheryl and John will meet with accountants to investigate. Larry moved to table July and August reports until next month, second by Ferris, approved unanimously.
 - C. John: August 2015 financial report: see B above.
- IV. Business:
 - A. John: Review/approval of pending expenses
John reviewed the Hinton Burdick additional charges. They were for two unpaid months and for assistance for the audit, so they appear to be valid. It was agreed that we would cut a separate check for the additional charges. We have an invoice from Hafen Buckner for \$4,500 for the audit. John reviewed the outstanding invoices and discussed the power bill for the WH Station. Don Ruesch will discuss the bill with the City. Larry moved to approve payment of the Hafen Buckner audit bill, Ferris seconded, approved unanimously.

- B. Jaron/John: Response to audit and allocation of cost of audit.
Jaron stated he talked to Ryan Roberts at the State Auditor's Office and he said he still didn't have a copy of our audit and he would have to cut off funding if we didn't file it. Jaron will email it to him.

Jaron further explained that he discussed with Ryan whether Ryan needed a cover letter addressing the issues in the audit; Ryan said it was not required but can be helpful. Jaron moved to approve the proposed letter, Larry seconded. Votes for: Jaron, Larry, John. Against Cheryl and Ferris. Approved 3-2.

John discussed allocation of the costs of the audit. He noted that the last time the District had to have an audit, Diamond Valley paid for it because they triggered it. The Board discussed whether or not Winchester Hills should pay for the 2014 audit, since the revenue for the WH Fire Station triggered it. Ferris moved to table the issue until next month, John seconded. Larry, Cheryl, and Ferris voted yes. Jaron and John voted no. Passed 3-2.

- C. Cheryl: Follow up on separate bank accounts for impact fees.
The separate accounts are set up and we will sign the signature cards tonight. Jaron referenced his email regarding the rule that the impact fees have to be used to fund our buildings, but not the interest. We could make principal loan payments from the separate accounts holding the Impact Fee income as a cashier's check from that account and then cut a separate check for the remaining principal and interest for the total loan payment due. The memo on the cashier's check must direct that it apply to Principal Only.

- D. Chief Theobald: Report on DV fire truck(s) research.
Chief reported that they are still researching. Had one good lead, but it sold before they could move on it.

- E. John: Asphalt sealing status.
Holbrook is coming on October 6th to do the seal coat. We do not have any cracks that need to be filled. Chief will move the main engine to the old station for that day.

- F. John: Status of WH Fire Station CIB loan/refinancing.
John stated that they are processing our reimbursements and they have applied the \$100,000 escrow money to the loan. Jaron stated that our

next year's payment on the bond should be under \$22,000. Chief Christensen asked about the \$54,000 that was originally contributed and there was discussion about it.

- G. Cheryl and Jaron: Approval of purchasing policy addendum/amend P&P manual/approve mileage reimbursement form.

The Board discussed the draft of the policy. Larry moved to approve the draft of the purchasing policy addendum, as amended, and add it to our Policies and Procedures Manual, with the Credit Card Agreement and the Mileage Reimbursement Form as addendums to the Manual. Jaron seconded. Approved unanimously.

- H. Cheryl: Update and procedures for 2015 elections.

Cheryl reported that she has a sample ballot. She will correct the spellings on the names of John Cazier and Scott Schaefer. Debbie Bowen is lining up poll workers. So far she only has two (one from St. George and one from Winchester) committed and she needs and is seeking one more from Diamond Valley. We will just have one voting location at the elementary school in Diamond Valley. Cheryl will get the absentee ballots sent out by October 6th.

- I. Jaron: Review proposed 2016 budgets.

Jaron provided a copy of the draft budget to the Board and discussed the various line items. We'll do the public hearing on the budget in December due to the elections in November.

- J. Larry: Appointment of Board vice-chair.

Larry moved to appoint Ferris as the vice-chair. John seconded. Approved unanimously.

- K. John: Discuss separation of District by geographic area.

John stated that there has been discussion of the possibility of dividing the District into two Districts. County would need a Resolution from the District in order to start the process. We can continue to discuss this next month.

V. Fire Chiefs monthly reports:

- A. Diamond Valley. Chief Theobald reported 4 fire calls, one from lightening, and 3 medical assists. The Department got a Life Safety Award for fire prevention. Insurance rating was upgraded. They are

now getting texts on their cell phones. They are doing training. Burn season is open and permits are available.

- B. Winchester Hills. Chief Christensen reported no calls. WH is also now on the phone messaging system. Open burn season. Had an accident that damaged a truck door. Conducted training.

Jaron investigated life insurance quotes for volunteer fire fighters. Utah Local Governments Trust gave us a quote. Can discuss it next month.

Jaron moved to adjourn, Larry seconded, approved unanimously.

Next meeting November 5, 2015, 7 pm, at the Winchester Hills Fire Station